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**To:** [pcbodist@covote.csusm.edu](mailto:pcbodist@covote.csusm.edu)  
**Subject:** [Pcbodist] Distribution Services and Campus Mail Delivery Update  
**Date:** Thursday, January 20, 2022 10:25:14 AM  
**Attachments:** [ATT00001.txt](#)

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## Partners in Campus Business Operations Distribution Services and Campus Mail Delivery Update

### **Sent On behalf of: Distribution & Property Control Services**

Hello Campus Community:

Until further notice, campus mail services will remain centralized and accessible at our office at the USB receiving dock.

### **Things to note:**

- You can drop off or pick up mail and packages at the USB dock **Monday through Friday, 9 a.m. to 3:00 p.m.** Directions provided upon request.
- Please do not use outgoing mail drops/boxes on campus (whether at 2:00 p.m. pick-up locations or in designated mail rooms). These locations will not be checked regularly until the full campus mail delivery process is reinstated.
- The Warehouse team will continue to make deliveries of temperature-sensitive, overly large, or heavy packages and any deliveries that consist of numerous packages.
- For outgoing mail consisting of 6 or more packages, addresses should be provided in an Excel workbook formatted for the postal machine. We can provide the Excel template upon request.

- Our email is [distributionservices@csusm.edu](mailto:distributionservices@csusm.edu).

Please get in touch with us if you have any questions, are looking for the status of a package, or need to make delivery/pick up arrangements.

We appreciate your understanding and look forward to seeing you again!

Thank you,

**Distribution Services/Property Control**



California State University  
SAN MARCOS